



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 12.14

Subject: Public Notification of Release of Juvenile Offender

Supersedes: DCS 12.14, 01/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 08/01/02

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Application

To All Department of Children's Services Employees

Authority: TCA 37-5-106, 37-5-123

Policy

The Department of Children's Services (or its contractors) shall notify members of the public who have requested to be notified upon the release to home placement of juveniles adjudicated to have committed a delinquent act that would constitute a felony if committed by an adult.

Procedures

A. Request for notification procedures

1. All requests for notification of the release of a juvenile shall be directed to the Department of Children's Services, Victim's Rights Liaison or designee.
2. Upon review of the request, form CS-0587, *Request For Public Notification of Release of Juvenile Offender* shall be forwarded to the requestor by the Victim's Rights Liaison or designee.
3. When the *Request For Public Notification of Release of Juvenile Offender* form (CS-0587) has been completed and returned to the Department, the Victim's Rights Liaison shall contact the youth's facility case manager to confirm that a release staffing has been convened and that a

projected release date has been determined or pending.

4. The Victim's Rights Liaison shall maintain a file and track proposed release dates on all juveniles for which form *CS-0587, Request For Public Notification of Release of Juvenile Offender* has been received.
5. In conjunction with DCS Policy [12.1, Return to Home Placement: Youth Adjudicated Delinquent](#), section (A)(2), for all delinquent youth, the facility case manager must forward form *CS-0130, Return to Home Placement* and a treatment summary documenting the youth's progress in all Individual Program Plan (IPP) areas to the youth's home county case manager and the Victim's Rights Liaison at least thirty (30) days prior to the youth's projected return home.
6. The Victim's Rights Liaison shall then verify if form *CS-0587, Request For Public Notification of Release of Juvenile Offender* has been received for any delinquent youth who is to be released.

**B. Responsibilities
of the Notification
Of Release
Committee**

1. If a request for public notification form is on file, the Victim's Rights Liaison shall convene the Release Notification Committee, consisting of the Victim's Rights Liaison, Director of Treatment Services, Director of DCS Group Homes, Director of Community Services and the DCS Attorney to determine the disposition of the request for notification. The Release Notification Committee must be convened and a determination completed twenty (20) days prior to the proposed release date.
2. The Release Notification Committee shall be responsible for determining whether to approve or deny a notification request on a case-by-case basis.

**C. Criteria for Denial
of a Request for
Notification**

The Release Notification Committee shall approve the Request for Notification unless:

1. The classification of the delinquent act would not be a felony if committed by an adult, or
2. The Committee determines on a case-by-case basis that the denial of the request would be in the best interests of the juvenile **and** may result in harm to the juvenile. In determining the risk of harm to the juvenile, the Release Notification Committee may consider the following:
 - a) The characterization of the requesting party as victim or

as member of the public.

b) Threats to the child or child's family.

**D. Notification of
committee's
decision**

1. After consideration has been given the request for notification by the committee, the Victim's Rights Liaison shall send written notice to the requestor of the determination made by the committee with regards to the denial or approval of the notification request.
2. If the committee approves the request, the notification of the release shall contain **only** the date of the release to home placement.
3. The notification must not contain the address or the telephone number of the juvenile's home placement.

Forms

CS-0587 Request For Public Notification of Release of Juvenile Offender
Request For Notification Form Letters (Acknowledging or Denying
Notification Request)

Collateral Documents

None

Standards

DCS Practice Model Standard – 5-400